



Opening Date:	September 28, 2007	Closing Date:	October 12, 2007
Job Title:	Bailiff	Position Type:	Contractual Part Time (50%)
PIN:	940213	FLSA Status:	Non-Exempt
Location:	District 2, Dorchester County Cambridge, Maryland	Salary:	\$15.19 per hour \$16.15 per hour upon receipt of Special Police Commission

If you are currently a District Court Bailiff and are interested in the above location, submit your application and cover letter stating position title and location to the address below.

Essential functions: Work involves ensuring the safety of visitors, judges, employees, and the general public who visit the District Court. Duties also include preparing courtrooms for sessions, maintaining order in the courtroom and operating the courthouse metal detector. As considerable public contact is involved, the employee is required to exercise the practical judgment necessary to cope with unusual situations on an emergency basis. Bailiffs receive direction from a District Court Supervisor or Supervising Bailiff and may be asked to assist with work in the Clerk's office at the discretion of the supervisor.

Education: High school diploma/GED and **MUST be a graduate of a Police Training Academy.**

Experience: Previous law enforcement experience required.

Physical Demands: Work requires frequent physical effort such as standing and walking for eight hours daily and requires the physical ability to restrain and/or detain individuals. A physical examination is required.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) stating position title and LOCATION. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.